

AN AASIS TRAINING GUIDE

Accounts Receivable

Invoice Processing

ASC Course Code ARIP

PRINT IN NOTES VIEW

- **Course:** Accounts Receivable Invoice Processing
- **Courseware Items:** Core Curriculum
- **Change Summary**

Changes made to this document are summarized in the following table

Date	Change	Reason For Change	Updated Version	Pages Effected
7/01/01	Courseware developed and published			
7/01/02	Entire courseware updated	Improvement in entire courseware package	2.0	All
5/01/03	Entire courseware updated	Improvement in entire courseware package	3.0	All

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CLASS DESCRIPTION

Course Title: Accounts Receivable Invoice Processing

Course Code: ARIP

Duration: 2 Days

Hours: 16 Hours

Audience:

- Agency A/R Specialist
- Agency A/R Production Specialist
- Agency A/R Supervision
- Agency A/R Technician
- Agency A/R Management
- Agency Accounts Collection Specialist
- Agency Accounts Collection Supervision

Prerequisites:

- Basic PC and Microsoft Windows skills
- AOBN - AASIS Overview and Basic Navigation
- GFO - General Finance Overview

A/R TRANSACTIONS LIST

TRANSACTION	PROCESS	ROLE
FD03	Display Customer	Agency A/R Management, Production Specialist, Supervision, Specialist
FB70	Customer Invoice Enter	Agency A/R Management, Supervision, Specialist
FB75	Customer Credit Memo	Agency A/R Management, Supervision, Specialist
FBD1	Enter Recurring Entry	Agency A/R Management, Supervision, Specialist
FBD2	Change Recurring Document	Agency A/R Management, Supervision, Specialist
FBD3	Display Recurring Document	Agency FI Display All
F.15	Recurring Entry Documents	Agency A/R Management, FI Display All
FB03	Display Document	Agency FI Display All
FB02	Change Document	Agency A/R Management, Supervision, Specialist
FB08	Reverse Document	Agency A/R Management, Supervision, Specialist
FBRA	Reset Cleared Item	Agency A/R Management, Supervision
FBL5N	Customer Line Item Display	Agency FI Display All
ZINVC	Customer Invoice & Credit Memo	Agency A/R Management, Production Specialist, Supervision, Specialist
ZF27	Periodic Account Statements	Agency A/R Management, Production Specialist, Supervision
F150	Dunning	Agency A/R Management, Production Specialist, Supervision, Accounts Collection Supervision
ZCEV	Customer Evaluation Report	Agency A/R Management, Supervision, FI Display All
ZFIN	G/L Report with Customer Data	Agency FI Display All
ZCAJO	Cash Journal	Agency A/R Management, Supervision, Specialist
F-32	Clear Customer	Agency A/R Management, Production Specialist, Supervision, Tech
GD20	FI-SL Line Items	Agency FI Display All

COURSE OBJECTIVES

- Participants will demonstrate an overall understanding of the Accounts Receivable processes in AASIS
- Participants will successfully:
 - Display customer master data
 - Enter a customer invoice
 - ✓ containing one line item and no sales tax
 - ✓ containing one line item and applicable sales tax
 - ✓ with a reference
 - ✓ with an account assignment template
 - Create an account assignment template
 - Enter a customer credit memo
 - Enter data for a recurring posting
 - Display documents
 - Display customer line items
 - Print customer invoice and credit memo
 - Print periodic account statements
 - Dunn customer accounts
 - Run A/R reports
 - Clear customer accounts

CERTIFICATION

An optional Skill Assessment Test will be offered upon completion of this course. Those meeting the minimum requirements will receive a Certificate of AASIS Skill Achievement. To receive your certificate, you will be required to:

1. Enter a customer invoice
 - containing one line item and no sales tax
 - containing one line item and applicable sales tax
 - with a reference
 - with an account assignment template
2. Create an account assignment template
3. Enter a customer credit memo
4. Enter data for a recurring posting
5. Display customer master data
6. Display documents
7. Display customer line items
8. Print a customer and credit memo
9. Print a periodic account statement
10. Dunn customer accounts
11. Clear customer accounts
12. Run accounts receivable reports